



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR MILITARY GUEST SPEAKER

NOTE: PLEASE ALLOW SIX WEEKS PRIOR TO THE DATE OF EVENT FOR PROCESSING

Please provide the information below in a timely, accurate, and complete manner. The Fort Campbell Staff Judge Advocate's (SJA) Office carefully reviews each written request for Fort Campbell military support to make sure each request is legally sufficient to support. The information below provides our military attorneys with the information required to review your request. Hopefully, our office will be able to assist you with your special event, but please remember that Fort Campbell and 101st Airborne's mission and training requirements always take precedence over providing military support to local community relations events.

SECTION A: GENERAL INFORMATION

1. Sponsoring Organization: _____
 - a. Organization is: (Check One): Governmental ☐ Fraternal ☐ Educational ☐ Civic ☐ Private Business ☐ Federal Government Agency ☐ State/Local Government Agency ☐ Charitable Organization ☐ Non-Profit Organization ☐ Other (Specify) _____
2. Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color or national origin?
Yes ☐ No ☐ (If yes, please explain) _____
3. Title of Event: _____
 - a. Town or City: _____
 - b. Date of Event: MM/DD/YYYY _____
 - c. Time (from) _____ (to) _____
 - d. Place: (airport, convention hall, street address, etc.): _____
 - e. Event website: _____
 - f. Theme of the event: _____
 - g. Purpose of the event: _____
 - h. Will the event have any political implications, purpose, or relationship? Yes ☐ No ☐
If yes, please explain: _____
 - i. Is this event a membership drive? Yes ☐ No ☐
 - j. Expected attendance numbers: _____
(Note: We will not provide speakers for groups of less than 40 persons)



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SECTION A: GENERAL INFORMATION (Continued)

4. Sponsor's representative authorized to complete arrangements for Armed Forces participation (Your primary event point of contact):
- a. Name: _____
 - b. Mailing Address: _____
 - c. City: _____ State: _____ Zip: _____
 - d. Email Address: _____
 - e. Phone: Numbers: (Office) _____ (Cell/Home) _____
5. Topic: Do you want the speaker to address a certain topic? ☐ No ☐ Yes:
We would like the speaker to address the following topic(s) _____
6. If the speaker brings his/her spouse, will a meal be provided free of charge for the spouse?
Yes ☐ No ☐ The meal will cost \$ _____
7. Are media expected to attend? If so, which media? _____
8. Are any VIPs expected to attend? Yes ☐ No ☐ Are any military representatives (active duty, reserves or retirees) above the rank of Lieutenant Colonel (LTC) expected to attend?
Yes ☐ No ☐ Please name VIPs or LTCs expected to attend: _____
9. Is the event being used to promote funds or receive funds (cash or other) for any purpose?
a. Yes ☐ No ☐ If yes, what are the funds designated for? _____
10. What is the admission cost, and if any, will the admission cost only be used to defray the costs of the event? \$ _____ and _____
11. Will admission, seating and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color or national origin?
Yes ☐ No ☐ If no, please explain. _____
12. Funding for military participation:
- a. Does the event sponsor agree to fund the standard military services allowance for meals, quarters, and incidental expenses for Armed Forces participants?
Yes ☐ No ☐ Please explain. _____
 - b. Does the event sponsor agree to fund transportation, meals, and hotel accommodations to visit the site prior to the event? Yes ☐ No ☐



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Please explain. _____

SECTION A: GENERAL INFORMATION (Continued)

- c. Does the event sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?
Yes ☐ No ☐ Please explain. _____
- d. Does the event sponsor agree to fund transportation costs for the Armed Forces participants between the site of the event and the hotel?
Yes ☐ No ☐ Please explain. _____
- e. Does the event sponsor agree to provide telephone facilities, at no cost to the military service members, for the necessary official communications at the event site?
Yes ☐ No ☐
13. Have other Armed Forces units been asked to support your event?
Yes ☐ No ☐ If yes, please explain: _____
14. Does this event have the support of the local government?
Yes ☐ No ☐ If yes, please explain: _____

SECTION B: ADMINISTRATIVE INFORMATION

1. Current U.S. Army regulations place various restrictions on military guest speaker support for civilian events. Please read each paragraph below carefully. After your review (as required), initial next to each paragraph indicating you understand and agree to comply with the restrictions/requirements listed.
- a. Please explain the mission of the sponsoring organization: _____
- b. Please include organizational website if available and different from event website:

2. How many miles (one-way) is your event location from Fort Campbell? _____ miles
- a. If more than 75 miles, do you agree to provide commercial car or van transportation for the guest speaker? Yes ☐ No ☐ Please explain:

3. Will admission, seating, and all other accommodations and facilities connected with the event available to all persons without regard to race, creed, color, or national origin? Yes ☐ No ☐
If not, please explain why. _____



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SECTION B: ADMINISTRATIVE INFORMATION (Continued)

4. If any advertisement mentions Army participation, will we be provided with an advanced copy?
Yes ☐ No ☐ If not, please explain why: _____
5. INITIALS Due to safety and health considerations, guest speakers do not perform in inclement weather (i.e., rain, snow, high winds, thunderstorms, etc.). It is the event sponsor's responsibility to develop an inclement weather plan. In addition, the sponsor must discuss this inclement weather plan with the guest speaker prior to the event with the understanding that the guest speaker may cancel support if the plan is deemed unacceptable.
- a. Is the event to be conducted outdoors? Yes ☐ No ☐ Please explain:

- b. If the event is to be conducted outdoors, what additional equipment will be requested?

6. INITIALS Although Fort Campbell rarely cancels guest speaker support for local events once written approval is granted, I understand guest speaker support may be cancelled if a last-minute on post (Fort Campbell) mission, deployment or training requirement occurs.
7. INITIALS I understand that if guest speaker support is approved, the guest speaker will normally contact the event POC within 7-14 days of the event date to discuss the event and the guest speaker's administrative and logistical requirements. I understand I must notify the guest speaker immediately of any changes to the event date or time. I also understand I must meet all administrative and logistical support requirements outlined by the guest speaker. Failure to do so may result in cancellation of the guest speaker's support.



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SECTION C: CERTIFICATION

I certify the information provided herein is complete and correct to the best of my knowledge and belief.

(PRINTED NAME OF THE EVENT SPONSOR)

(SIGNATURE OF EVENT SPONSOR)

(DATE SIGNED)

PLEASE EMAIL COMPLETED FORMS TO:

denise.a.shelton.civ@mail.mil

lindell.s.pleasant.mil@mail.mil

edward.warnock.mil@mail.mil

OR

MAILING ADDRESS

Public Affairs Office
Attn: Community Relations Officer
2574 23rd Street
Fort Campbell, Kentucky 42223

OR

FACSIMILE

(270) 798-6247

QUESTIONS

(270) 461-1277

This packet was updated on 11 September 2012.